

# TERMS OF RESERVATION FOR WINNEBAGO COUNTY PARK PAVILION

## • RESPONSIBILITIES OF THE CONTACT PERSON:

- The individual signing the reservation form is designated as the Contact Person on the attached Reservation & Use Permit and must be at least 18 years old to reserve the pavilion. The Contact Person is held responsible for the preservation of order, noise control and pavilion clean-up. The Contact Person is to have in their possession the Reservation & Use Permit at all times when on the premises.
- Use of the county park pavilion is subject to municipal and county ordinances and can be terminated at the discretion of the local municipal police dept. or County Parks Dept. if any term of the Reservation & Use Permit is violated or when public safety is threatened.

## • PAVILION KEY PICK-UP & RETURN: *Parks Department will not be held responsible for unclaimed keys.*

- Pick-up: A \$25.00 deposit is required. Keys must be picked up at the Parks Dept. Office between 8:00 a.m. and 4:30 p.m. the business day before your event.
- Return: Pavilion keys must be returned the business day following the rental date between 8:00 a.m. and 4:30 p.m. or deposited in the after hours drop box located at the main entrance outside the JP Coughlin Building.

## • CANCELLATION POLICY:

- Cancellation must be made at least 2 weeks prior to the scheduled event for the full rental refund. If a cancellation is made less than 2 weeks prior to the reservation, the rental fee will be forfeited.

## • ACCESS & PARK HOURS:

- Community Park hours: 7:00 a.m. to 11:00 p.m. Premises must be cleaned and vacated by 11:00 p.m.
- Early entry/setup before the rental date is allowable to Saturday renters for a non-refundable \$ 25.00 fee. Payment for this service must be made by the Wednesday prior to the reservation. Saturday renters may store items the Friday of the event between the hours of 3:30 p.m. – 6:30 p.m. with notification of the Parks Department at the time of the reservation.
- The pavilion is equipped with an alarm. Any renter entering the pavilion outside of the indicated times causing the alarm to activate will be responsible for paying the \$100.00 fee issued to the Parks Dept. by the City of Oshkosh Police department.

## • ARRIVAL TIME:

- The Parks Dept. requests that a member of the rental group occupy the pavilion facility by 11:00 a.m. on the day of your reservation.

## • ELECTRICAL SERVICES:

- Caution is advised when using pavilion electrical services as each duplex receptacle is on a 20 amp circuit and can be easily overloaded.

## • ALCOHOL, GRILLS & TENTS:

- Groups having keg beer must have a Keg Beer Permit and limit consumption to persons 21 years of age or older.
- Renters must obtain Parks Dept. permission in order to conduct pig or corn roasts that require grills 3 feet or more in length.
- Tents with max. of 4 inch stakes are permitted only in designated areas. Contact the Parks Dept. for location of designated areas. Tents with stakes longer than 4 inches require a permit. Tents may only be setup on the day of the reservation and must be removed the same day. Charges will be assessed for damages incurred during setup or removal of tents.

## • PROHIBITED ACTIVITIES:

- Climbing on and over the fence is prohibited.
- Swimming is prohibited!
- Glass beverage containers are prohibited on all Parks Dept. properties.
- Parking of vehicles is allowed in designated areas only. Parking on the grass or road is prohibited!
- Smoking is not allowed in any of the Parks Dept. shelter or pavilion facilities.
- Dogs are only allowed in designated Dog Park within the Community Park, with the exception of service dogs.
- The feeding of animals in any county park is strictly prohibited.
- Renters shall not remove benches, tables or other type of fixtures from any other shelter unless prior permission is obtained.
- Thumb tacks, nails, duct tape or similar fasteners are not to be used on any surfaces. Painters tape and masking tape are allowed.
- Any unnecessary or unlawful discharge of a County owned fire extinguisher is prohibited.
- Renter shall not post "Out of Order" notices or unplug any vending machines on the premises unless permission to do so has been granted by the Parks Director. Said machines are under the control of Parks department and shall not be tampered with.
- With the exception of nonprofit organizations, no private group or organization is allowed to sell or market items on any Parks Dept. property other than the Sunnyview Expo Center. Nonprofit organizations intending to sell or market items during a pavilion reservation are required to obtain prior written permission by the Parks Director and must acquire the necessary insurance coverage one month prior to the event.

## • GARBAGE REMOVAL & RECYCLING:

- Renters are responsible for placing all debris in the Dumpster available at the pavilion. It is recommended that renters bring along extra trash bags for the garbage barrels inside the pavilion.
- Recycling containers are available for aluminum cans and recyclable paper products. Paper products containing food residue must be discarded into the garbage containers supplied.

## • CLEAN-UP & SECURING OF SHELTER:

- Renter is responsible for cleaning the kitchen and all areas utilized, including wiping off counters, tables and chairs, sweeping, taking care of spills, placing garbage in the appropriate bins and removing all decorations. The facility is to be left in the same condition as the renter found it. Renter will be held responsible and billed for any additional clean-up, losses or damages. The Parks Dept. is not responsible for any equipment or items stolen, stored or left at the pavilion.
- Before leaving the site renters are to shutoff all lights and proceed to lock and secure the pavilion.

## • PARKS EMPLOYEE ASSISTANCE:

- Renters are responsible for all aspects involving the setup and running of their event. If immediate assistance is required, contact the on-call Parks employee at 920-420-1803 or 920-420-2135. On weekends the on-call employee is available up until 12:00pm.